Annual Staff Performance Review - Staff **Overview**



Completing Your Self-Evaluation



2 Click on the **Self Evaluation** task in your inbox.



3 Click Get Started.

*The questions in this section are a guide to help staff prepare to complete the self-evaluation form as well as for the annual performance review conversation. Recorded answers to these questions are not required.

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← Item Created	1 of 3 ☆ [@] ¬ ^L 03/12/2025 Due: 03/19/2025 Ef	fective: 06/30/2025		↑ ↓ Î
Complet	e Self Evaluation Se	elf Evaluation: Staff Annual Review - FY2	025: Andrew Hamilton	XIII PDF
Review Peri	od 07/01/2024 - 06/30/202	5		
Completing components	the self-review provides you w s to the annual review converse	ith the opportunity to reflect on your achieven ation.	nents over the past year. Your input and per	rspective are important
As you com	plete the self-review, consider	the following:		
 Ho Wh Do Ho Wh 	w has this year been for you? hat was your best day? What w hat accomplishments have you es the position still meet your w can your supervisor better s hat areas do you need addition	as your worst day? made? What challenges have you experience expectations? If not, what are the areas or exp upport you in your role? al training or guidance?	d? bectations that have changed?	
Once you ha	ave completed this form, please	e submit this to your supervisor for review.		
Get Sta	arted			

Current Goals: Current goals entered in the goals area in the performance section of the staff member's profile will automatically roll into the annual review form. Staff can update any section of the goal (i.e., goal, description, dates, status, milestones) on the review form.

4

Goals not listed in the goals area as of April 1 can be added to the review form.

Goals listed with an overall status of completed will not roll into the review form. Therefore, HR recommends staff leave their current FY goals as in progress and change the status to completed on the review form.

*Changes on the review form will be reflected in the goals area once the review form has been finalized.

Union Staff: Union members do not enter goals so this section will not appear on union staff self-evaluation forms.

Complete Self Evaluation I+ Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton (Actions) 07/01/2024 - 06/30/2025	Go De	al	* Normal Assist with 1 Report ensu	the creating data	B ation a ita is u B	I nd m odate I	U onthly d and	A upda accu	v tes to rate e	the r ach r	e ₽ month nonth.	छ ly HR n छ	netrics		1
Current Goals Future Goals															l
Core Responsibilities and Contributions	Du	e Date	12/31/2024	Ē											l
Supervisor Accomplishments	Ca	tegory itus	In Progress					=							l
Professional Development Supporting Documents	Tra	ick By	select one												l
Review and Submit	4 it	Mile	estones										-		
	~	••••	Milestone			Du	Je Date				Status				
	~	Θ	Update monthly r regularly and con report to team	eport nmunic	cate		12/31,	/2024	ł		×	In Pro	gress.	_	
		Θ	Review existing r templates and da	eport ata sou	rces.		09/30,	/2024	ļ		×	Comp	leted		
		Θ	Meet with SMEs understand metri area	to ics for	each		09/30/	/2024	ŧ		×	Comp	leted		Ŧ

Employee Comment: Staff must provide their comments on the outcome of each goal listed.

*Comments are required for each goal.

5

Click **Next** to go to the next section.

Current Goals	Review existing report templates and data sources. 09/30/2024 × Completed
Future Goals	← Meet with SMEs to 09/30/2024 × Completed :=
Core Responsibilities and Contributions	area
Supervisor Accomplishments	Create monthly report 11/01/2024 X Completed III
Professional Development	4
and the second	Employee
Supporting Documents	Comment * Normal ~ B I U A ~ := @ 🖂 L ³
	This was an amazing experience! I learned so much from my colleagues. The monthly report has been created and maintained over the past few months. Colleagues have commented how helpful this report has been to them and their work. Ive also received positive feedback from HR leadership on the accuracy and presentation of this report.
	> History
	Kack Save Save

Future Goals: Staff can input goals for the upcoming fiscal year in this section.

6

If goals have not been discussed yet, staff can click **Next** to skip this section.

indbox Preview - wesleyan_preview		
behalf of: Andrew Hamilton		
≡ MENU ⁽ ¹ Wesleyan University	Q Search	
Complete Self Evaluation I* Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton	Future Goals	
(Actions) 07/01/2024 - 06/20/2025	Outline future goals and priorities for the next FY.	
⊕	+ Add	
Current Goals		
Future Goals		
Ore Responsibilities and Contributions Supervisor Accomplishments Professional Development Suporting Documents Review and Submit	Back	

Core Responsibilities and Contributions: Staff must provide comments on how they met their core responsibilities this year and ways they contributed to the success of the department, division, and/or university.

*Comments are required for each question.

7

Core Responsibilities are no longer listed in the staff member's profile. To review core responsibilities, staff can review their job description through WesPortal under My Information, My Job Description.

Click **Next** to move on to the next section.

≡ menu	Wesleyan University	Q Search			¢ ⁰	2	8
Complete Sel Self Evaluation: S Review - FY2025 Hamilton Actions 07/01/2024 - 06 Current Goa Future Goal Corre Respo Contributio Supervisor Accomplish Professiona Supporting	Self Evaluation (*) Son: Staff Annual 2025: Andrew 06/30/2025 Goals Sooals sponsibilities and utions sor wishments ional Development	Question Core Responsibilities and Question Core Responsibilities expectations of the expectation of the expecta	responsibilities and the L ⁿ role.1 role.1 rore updated ifying areas in manual ort with the second				
Review	and Submit	Employee Answer * Normal V This year, I particip	B I <u>U</u> A → :: ated in SAGES, Wesleyan's Campus :	Sustainability Committee.			

Supervisor Accomplishments: Staff who supervise can provide comments about their leadership accomplishments.

If the staff member is not a supervisor, click **Next** to skip this section.

8

Sandbox Preview - wesleyan_preview		× 🔺
On behalf of: Andrew Hamilton		
≡ MENU ⁽ ¹ _{Wesleyan} University	Q Search	8
Complete Self Evaluation I+ Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton I Image: Complexity of the second	Supervisor Accomplishments Overior What are examples that demonstrate the supervisor's leadership skills and how they contributed to the success of leid enterreport(s)? If the staff member is not a supervisor, please skip this section. Employee Moverning Moverning Moverning	

9

Professional Development: Staff must provide comments on how they developed their job-related skills and knowledge this year and where they would like to develop further next year.

*Comments are required for each question.

Click **Next** to move on to the next section.

somplete den Evaluation	
Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton	Professional Development
Actions	
)7/01/2024 - 06/30/2025	Question Professional Development: What are examples of ways the staff member continues to build their job-related skills and knowledge?
	Employee
Current Goals	Answer * Normal v B I U A v := & 🖂 L [¬]
Future Goals	This year, I completed a relevant course on advanced data analytics, which allowed me to improve my technical skills and contribute more effectively to the team.
Core Responsibilities and Contributions	
Supervisor Accomplishments	Question Future Professional Development Goals: What are areas for development for the staff member and ways in which professional growth will be supported?
Professional Development	Employee
Supporting Documents	Answer ★ Normal ∨ B I <u>U</u> <u>A</u> ∨ := & ⊠
Review and Submit	Gain proficiency in an Al-powered HR tool (e.g., Al-driven analytics platforms, predictive modeling tools, automated recruitment software) by the end of the year.
	Back Na Save ···

Supporting Documents: Staff members can add any documents to the review form. Documents are not required.

If this section is not applicable, staff can skip this section.

Click **Next** to go to the next section.

Complete Self Evaluation I+	
Self Evaluation: Staff Annual Review - FY2025: Andrew Hamilton	Supporting Documents
Actions	Employee
07/01/2024 - 06/30/2025	
•	Drop files here
Current Goals	or
Future Goals	Select files
Core Responsibilities and Contributions	
Supervisor Accomplishments	
O Professional Development	
Supporting Documents	
Review and Submit	
	Back Next E Save

Review & Submit: Staff members should review the information they provided in the self-evaluation form.

Save for Later until the self-evaluation form is ready to be submitted.

Submit self-evaluation to supervisor for review and additional remarks.

*Once this form is submitted to the supervisor, comments cannot be edited unless the supervisor sends it back to the staff member for editing.



Acknowledging the Annual Review Form





Awaiting	Your Action
⋳	Manager Evaluation: Staff Annual Review - FY2025: Andrew Hamilton My Tasks - 2 hour(s) ago DUE 03/15/2025
	Update Personal, Name, and Home Contact Information: P106672 HR Data Support Spec

13 Click Get Started.

A

Andrew Hamilton



14 Review the annual review form and your supervisor's comments.

7	Manager	
Summary Acknowledgement	Answer Occasional data input discrepancies have occurred, which have affected reporting. Howeve auditing procedures to ensure mistakes no longer occur. We will continue to work on this ar we can refine this process further a	r, we've discussed strategies and ea over the next year to see how
	Supporting Documents	XII (B
	Overall Performance	徂 鬯
	Comment Andrew has consistently met expectations and contributed significantly to the success or accuracy, efficiency, and collaboration makes him a valuable contributor to the department continue to excel and grow in their role.	f the team. His commitment to nt, and I am confident they will
	Back Next Close	

Click **Next** to go to the next section.

15 Click status field to **Acknowledge Review** and add final comments to the comments field.





	I've enjoyed the work this year and look forward to next year.	
Summary		
Acknowledgement		
	Process History	
	Samantha Walsh Due 03/19/2025 Complete Manager Evaluation for Performance Review- Submitted	
	Review Complete Manager Evaluation - Not Required	
	Service: Await Calibration Completion - Not Required	
	Update Performance Review Ratings for Manager Evaluation- Not Required	
	Complete Manager Evaluation for Performance Review- Corrected	
	Andrew Hamilton Due 03/15/2025 Provide Employee Review Comments- Awaiting Action	
	Submit Save for Later	

Creating a PDF

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	Actions	In Progress 1 item	Contains Hidden	Review Period	Review Period					18 ₩ ₹ 0	III		
	Team	Review	Contains Hidden Sections	Review Period Start Date	Review Period End Date	Status	Awaiting	Due Date	View Review	Create Review PDF			
Summary	k -	Andrew Hamilton	res	07/01/2024	06/30/2025	for Performance Review	Samantha waish	03/19/2025	View	Create New PDI	•	-	
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Compens	ation												
Contact													
g Personal	8												

18 Click on the PDF link once the document has generated.

In Progress	1 item							1		
Review		Contains Hidden Sections	Review Period Start Date	Review Period End Date	Status	Awaiting	Due Date	Review F	View Review	Cre
Staff Annua Andrew Han	l Review - FY2025: nilton	Yes	07/01/2024	06/30/2025	Complete Manager Evaluation for Performance Review	Samantha Walsh	03/19/2025	Hamilton, Andrew Staff Annual Review - FY2025 03_13_2025.pdf	View	C